

# Memorandum



**TO:** Distribution List

**FROM:** Bryan Tippie, Budget Director

**DATE:** January 18, 2005

**Re:** Minutes of the December 2004 Finance Committee Meeting met on January 6, 2005

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Committee Members present: Mr. Ray Graham and Mr. Bill Downey

The Finance Committee met on January 6, 2005, at 4:00 p.m. in the Warren Green Building 2nd Floor Conference Room at 10 Hotel Street. This document reflects the official minutes of that meeting.

**County Treasurer's Report:** Tanya Wilcox from the Treasurer's Office presented the Treasurer's Report for the Finance Committee's consideration.

**County Attorney's Report:** The County Attorney's Report was included in the agenda packet for the Finance Committee's consideration.

## **Consent Agenda**

### **Supplemental Appropriations:**

The following supplemental appropriations were considered for forwarding to the Board of Supervisors for their action unless otherwise noted. *Please note:* Fund Balance – Carryover represents funds appropriated and not expended in FY 2004. The indicated use of Fund Balance without Carryover represents Fund Balance prior to FY 2004.

### **FY 2005**

#### **1. Sheriff's Office - \$25,222**

- a. \$12,532 from the sale of a motorcycle by the Sheriff's Office was approved for appropriation to partially fund a new vehicle.
- b. \$10,700 from the sale of a motorcycle by the Sheriff's Office to was approved for appropriation partially fund a new vehicle.
- c. \$100 from the sale of a vehicle by the Sheriff's Office was approved for appropriation to the Sheriff's Office budget.
- d. \$1,890 from insurance recovery for a wrecked vehicle was approved for appropriation to the Sheriff's Office budget for purchasing vehicles.

#### **2. School Divisions - \$8,286**

\$8,286 transferred from the Capital Fund to the School Division operating budget was approved for appropriation for asbestos abatement non-capital projects.

**3. Commonwealth's Attorney - \$1,458**

\$1,458 from State Funds for Seizures was appropriated to the operating budget.

**4. Information Technology - \$44,200**

\$44,200 transferred from the Capital Fund for a computer server replacement at the Library was approved for appropriation to Information Technology's budget for the expenditure.

**5. Fire & Rescue Association - \$1,048**

A donation from the Warrenton Moose Lodge for the purchase of automatic defibrillator equipment for county offices was approved for appropriation to the Fire and Rescue equipment budget line.

**Transfers:**

**FY 2005**

**School Division - \$110,705**

- a. \$58,000 from the Marshall Middle School Capital Fund account was approved for transfer within the Capital Fund for a renovation feasibility study of Fauquier High School.
- b. \$10,000 from the Marshall Middle School Capital Fund account was approved for transfer in the Capital Fund for design work on the Fauquier High School Science Lab.
- c. \$41,557 from the Marshall Middle School and \$1,148 from Cedar Lee Middle School Capital Fund accounts were approved for transfer to the New High School Capital account.

**Regular Agenda**

**Supplemental Appropriations:**

**FY 2005**

**1. School Division - \$678,229**

\$678,229, one half of the School Division's year end available funds, was approved for appropriation; \$114,950 for materials and supplies, \$100,000 for the triennial census costs and \$463,279 to support cash funding for the New High School.

**2. Budget Office - \$962,210**

- a. \$169,910 from Fund Balance – Carryover was approved for reappropriation to the General Fund; \$59,625 for County Comprehensive Maintenance and \$110,285 for the County Major System Replacement budget accounts.

- b. \$114,071 from Fund Balance – Carryover was approved for reappropriation to the General Fund for Parks & Recreation Comprehensive Maintenance.

**3. Fire & Rescue Association - \$29,909**

A total of \$29,909 was approved for appropriation from the Fire and Rescue Fund Balance to support \$9,909 in additional costs for Goldvein Volunteer Fire Department renovation and \$20,000 for installation of a generator.

**4. Finance - \$159,220**

- a. \$72,700 was approved for appropriation from the Capital Fund to the General Fund for County HVAC expenditures that do not meet Capital Fund requirements.
- b. \$57,400 was approved for appropriation from the Capital Fund to the General Fund for County roof expenditures that do not meet Capital Fund requirements.
- c. \$29,120 from State and Local funds was approved for appropriation to establish a budget for the Harvey Pearson Armory.

**5. Social Services - \$14,925**

\$14,925 from State funds was approved for appropriation to establish a Workplace budget for client training and employment assistance.

**Transfers:  
FY 2005**

**1. Sheriff's Office - \$90,013**

- a. \$79,727 was approved for transfer from the Contingency Reserve to the Sheriff's Office budget to fund withdrawal (buy-out) from the Northern Virginia Criminal Justice Academy (NVCJA).
- b. \$10,589 was approved for transfer from the Contingency Reserve for NVCJA first quarter dues and for membership dues to the Rappahannock Regional Criminal Justice Academy (RRCJA). This amount represents the difference between the budgeted amount and the actual yearly charges.

**2. Budget Office - \$2,000**

\$2,000 was approved for transfer from the Contingency Reserve to the Community Services Board budget for Fauquier County's match for participation in the Regional Elder Care Planning Grant (Robert Wood Johnson Foundation funding).

**3. Social Services - \$3,600**

\$3,600 was approved for transfer from the Contingency Reserve to the Community Services Board budget for increased compensation for its six members.

The following Agenda Request was tabled until the January 20, 2005 Finance Committee Meeting:

**Fire & Emergency Services (F&ES) - \$188,956**

U.S. Department of Homeland Security Grant - \$188,956  
(from Federal Funds)

**Comments**

**1. Finance:**

Procurement - Increase Spending Thresholds – A resolution to increase the amount at which competition is required will be considered by the Board of Supervisors at their January 13, 2005 meeting. All department heads will be held accountable to ensure that the policy is applied appropriately. The Finance Department will monitor this process. The new policy will provide greater flexibility and improved efficiency in the procurement process.

Health Insurance – Bryan Tippie, Interim Finance Director, provided the health insurance fund summary. December proved to be one of the most costly months of FY 2005. If the trend continues, the health care funding reserve may have to be used. This escalating cost could have a significant impact on the FY 2006 Budget.

**2. Budget:**

Revenue Report – Bryan Tippie reported that the FY 2006 revenue projections are almost complete. FY 2005 revenue is currently projected to be \$500,000 above the amended budget.

**3. Information Technology:**

Fiber Optic Project Status – Rick Kline, Information Technology (IT) Director, briefed the Committee that Schools and County elements of the project are complete. The Town of Warrenton will be receiving upgraded equipment within the next few weeks to allow for its element to be finished.

IT Environmental Concerns – This issue will be addressed in the Facilities Committee meeting. Coordination with an architect is also scheduled for next week to discuss options to improve the current situation.

**The next Finance Committee Meeting will be  
February 17, 2005 at 4:00 p.m.**